LAMC LEARNING OUTCOMES ASSESSMENT COMMITTEE (LOAC)  
AND PROGRAM REVIEW OVERSIGHT COMMITTEE (PROC)  
JOINT MEETING  
Minutes of Meeting  
May 5, 2014  

3:30 p.m. – 5:00 p.m. CAI Executive Dinning Room  

Present: Co-Chair Pat Flood, Steve Brown, Patricia Chow, Sarah Master,  
Tigran Mkrtchyan, Nick Minassian, Monica Moreno, Riye Park,  
Deborah Paulsen, D'Art Phares, Mark Pursley, Joe S. Ramirez, Jolie R. Scheib,  
Dennis Schroeder, Sandy Thomsen, Daniel Villanueva, Marie Zaiens  

1. Approval of the Minutes of April 21, 2014 Meeting  
Joe Ramirez moved to approve the minutes of the April 21 meeting. Sandy Thomsen seconded. The minutes were unanimously approved.  

2. ACCJC Follow-up Visit Response  
Pat Flood talked about her response to the report from the visiting team for the ACCJC Accreditation Follow-up visit. The interview meeting with Pat Flood, Sarah Master and Deborah Paulsen had gone well and the interviewer only had a few questions and commended us on all of the progress since last year. The written report did contain some factual errors which are in the process of being corrected.  

There were five recommendations of the fourteen that need more work.  

3. PLO, SAO, ILO Master Schedule of Assessments –  
Pat distributed a copy of the master schedules of assessments for PLOs, SAO, and ILOs which are posted on SLO Website at www.lamission.edu/slo under Assessments and Reports along with the SLO Master Schedule.  

4. Continued Discussion of Recommendations for Integration of Assessment Results with Planning  

Recommendation to College Council #1: LOAC and PROC recommend that a checkbox be added to the planning objectives/resource requests screen in the program review online system to indicate whether an improvement objective (and any associated resource requests) is tied to improving SLO/PLO/SAO assessment results in that program. Resource requests associated with objectives that are tied to improving assessment results will be given more weight in resource allocation decisions so as to achieve improvements in student learning.  

Rationale: Including this checkbox will provide a structure to more strongly integrate SLO/PLO/SAO assessments and improvements in student learning with program improvement objectives, institutional planning, and resource allocation.
Recommendation to College Council #2: LOAC and PROC recommend that a prompt be included in the program review online system that gives each department/discipline/unit the opportunity, in its annual unit assessment, to recommend goals, objectives, measures, activities, etc. for inclusion in the College’s master planning documents. The department/discipline/unit will be asked to suggest placement and wording for these recommendations within the relevant plan(s). These recommendations will then be forwarded to the applicable shared governance committees so that they can be taken into consideration when updating the College’s master plans.

Rationale: Including an opportunity for programs to make these types of recommendations in their annual unit assessments will achieve better integration of program planning (including planning based on SLO/PLO/SAO assessment results that will achieve improvements in student learning) with institution-level planning.

The group discussed other ways that the Master Plans may receive recommendations from other interested groups, committees or units. Each Shared Governance Committee can be on the lookout for items to include in the next revision of the appropriate Master Plan (Educational Master Plan and Facilities Master Plan).

5. LOAC Self-Evaluations
At the next meeting we will begin to discuss the self-evaluation process for LOAC to improve the effectiveness of the committee.

6. Assessment of the Information Competency ILO Update – Sandy Thomsen
Sandy talked about the Information Competency (IC) ILO assessment. She emphasized the importance of discovering what students are able to apply in their classes. The IC rubric is posted on the SLO system and a pilot group of instructors have agreed to use it to assess their class assignments. Some of the data gathered may be able to be linked to the student’s educational data to obtain more disaggregated results.

Sandy mentioned that the Social Sciences Department participates in the Library workshops on a regular basis. Mark Pursley said he will assist with Social Sciences participation in the IC ILO assessment.

7. SLO/PLO/ILO Spring Survey
During the Winter Intersession, there was a pilot survey of students’ awareness of SLOs, PLOs, and ILOs. The survey will be sent out again this spring. Members discussed which courses to survey and the administration process. Riye Park brought up that since this is not an instructor evaluation, it would be good to have the instructor remain in the room and help the students understand the survey if needed. ESL students may need extra help.

Pat Flood will send out the survey before the next meeting. The survey should not be extensively revised, so comparisons can be made to last fall. Perhaps the students
could add their identification number to the survey to help us gather more data on them.

The group discussed the theory behind SLOs and the possibility of tracking students as they progress at LAMC from entry to exit. Students do not actually write an essay as part of their English Assessment Placement Test, so it could not be used it to measure an ILO. Some schools have students pass a writing exam to graduate. It was suggested that every final exam could include a written essay.

8. Summary of Assessment Retreat – May 2
   - Questions to Assist with PLO/SLO Evaluations
   - A model PLO Assessment Using the Roll-up method

Steve Brown asked about the assessment cycle and if courses should be assessed sooner if changes have been implemented. Pat responded that the sooner a course is assessed again after changes are implemented, the sooner the instructor/department will be able to assess if the changes have made a difference. Also, filling out the follow-up prompt textbox in the SLO system will help to track the effectiveness of changes made.

Pat Flood shared and discussed the “Looking at Learning – Examining the Findings” handout with questions to assist with PLO/SLO assessments; and a good example of a roll-up PLO assessment from Art.

Steve Brown brought up methods of constructing a rubric and suggested the idea of the committee putting together some guidelines for instructors to follow. Pat Flood talked about how she is working with Nick Minassian to create a means of compiling the data from assessments to do PLO and ILO roll-up assessments. If we know how many students scored either acceptable or above on the rubrics that were used, it would help us to aggregate assessment data.

Action Items:
   - Sarah Master will send out wording for the joint recommendations to College Council

Adjourned: 5:15 p.m.

Next Joint meeting – Date and Time: May 19 3:30 to 5:00

Recorder: Deborah Paulsen